

COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES
JOB OPPORTUNITY
Human Rights & Opportunities Representative (SH24)
May be underfilled as Human Right & Opportunities Trainee (SH17)
Legal Division

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Location: 25 Sigourney Street, Hartford

Job Posting No: 634 – Human Rights & Opportunities Representative
635 – Human Rights & Opportunities Trainee

Hours: 8:00 a.m. to 4:30 p.m.

Salary: \$62,958 - \$80,129 (SH24) (employees new to state service start at the minimum salary)
\$45,933 - \$58,021 (SH17) (employees new to state service start at the minimum salary)

Closing Date: **April 2, 2014**

Public Act 11-237 greatly expanded the role of the Legal Division at the Commission on Human Rights & Opportunities (CHRO). The Legal Division is now involved in mediations, performing legal reviews and making case processing decisions at early legal intervention. Additionally the Legal Division has recently begun to investigate complaints involving bullying in public schools as well as racial profiling complaints. Please see the CHRO website www.ct.gov/chro for additional information.

Eligibility Requirement: Individuals interested in being considered for appointment at the Human Rights & Opportunities Representative level must be on the current exam list administered by the Department of Administrative Services. This exam expires 9/06/2014. Individuals interested in being considered for appointment as a Human Rights & Opportunities Trainee must meet the experience and training requirements that are outlined below.

Examples of Duties: (Human Rights & Opportunities Representative: Investigates discriminatory practices and complaints as assigned; independently conducts review, analysis and evaluation of affirmative action plans and summaries submitted from state agencies and contractors doing business with the state; assists and participates in development of promotional, outreach and education activities; gathers and analyzes statistical and other data, basic business records and other related source material; conducts interviews, field examinations and inspections to obtain or verify evidence and information; interprets state and federal statutes, rules, regulations and policies; prepares comprehensive reports; recommends issuance of subpoenas and interrogatories and commencement of court proceedings as necessary; drafts legal and quasi-legal documents; conducts conciliation hearings, negotiates and drafts settlement agreements; assists in preparation and presentation of findings in administrative, legal and other proceedings; testifies in administrative or court proceedings; monitors compliance with terms of settlement agreement, administrative and court orders; evaluates efforts made by state agencies and contractors to comply with affirmative action administrative regulations; analyzes trends in workforce representation; analyzes and evaluates upward mobility, hiring and promotion programs to identify systemic problems; recommends approval or disapproval of affirmative action plans; advises the public of administrative law process and available resources; maintains two way communications with interest groups and affected citizens; works with groups and individuals to promote understanding of human rights and role of Commission; assists in training and provides technical assistance; conducts special studies, survey and projects; performs related duties as required.

Examples of Duties - Human Rights & Opportunities Trainee: Receives the necessary training in order to independently perform the duties of a Human Rights & Opportunities Representative (see above).

General Experience Requirement - Human Rights & Opportunities Trainee: Four (4) years of experience involving the protection of human rights and examination of social problems of protected classes.

Substitution(s) Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

Note: If you are substituting college for part or all of the General Experience requirement, you do not have to provide a transcript(s) with your application. However, you must arrange for an official transcript(s) to be sent directly from the accredited educational institution(s) to application address listed in the posting. These official transcript(s) must be received by our agency prior to any

offer or employment. If the institution of higher learning is located outside of the United States, you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign education equivalencies. The responsibility for and the costs associated with obtaining this equivalency rest with the applicant.

Training period – Incumbents in the classification of Human Rights and Opportunities Trainee will be eligible for promotion to the target class of Human Rights and Opportunities Representative without further competitive examination after successful completion of the two (2) year training program.

Note: Incumbents in the classification of Human Rights and Opportunities Trainee who meet the minimum qualifications of Human Rights & Opportunities Representative before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion to Human Rights & Opportunities Representative. It is solely the decision of management to request an examination and/or if an individual will be promoted to Human Rights & Opportunities Representative prior from an active examination list prior to completion of the two year training program.

The ideal candidate for appointment as a Human Rights & Opportunities Representative would have Knowledge of and ability to interpret relevant state and federal laws, statutes and regulations; knowledge of economic and social impact of discrimination on protected classes; knowledge of investigatory techniques; basic knowledge of legal process; considerable interpersonal skills; considerable oral and written communication skills; skill in and ability to gather, interpret and summarize data and statistics; skill in conducting interviews; skill in development and negotiation of remedies; considerable analytical ability; ability in drafting legal and quasi-legal documents.

The ideal candidate for appointment as a Human Rights & Opportunities Trainee would have knowledge of causes of discrimination and its social and economic impact on protected classes; basic knowledge of interviewing principles and techniques; interpersonal skills; oral and written communication skills; organizational skills; ability to read, understand and apply statutes, regulations, legal theories and policies to a given set of facts; analytical ability; ability to follow oral and written instructions; ability to prepare reports.

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Eligible candidates should submit a cover letter, resume, Application for Examination or Employment (CT-HR-12) and the Pre-Authorization and Release Form (immediately follows this job announcement), which includes a statement regarding the Guide to the Code of Ethics. Current CHRO employees are not required to complete the Pre-Authorization and Release Form. The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 634 or 635 on the application as appropriate. Current state employees must submit their last two service ratings and their attendance records for 2012 & 2013. **Applications will not be considered without all of the required documents as noted above.** Applications received or postmarked after the closing date will not be considered. Submit via mail or fax to:

**Department of Labor
Human Resources Office
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX (860) 263-6699**

If you are faxing your application, please do not mail additional copies. **Due to the large number of expected applicants we cannot confirm receipt of application materials.** All applicants may not receive an interview. Please do not call concerning your application. The Department of Labor provides administrative support to the Commission on Human Rights & Opportunities (CHRO). Send/fax application materials only to the address noted above.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and veterans.

CURRENT CHRO EMPLOYEES DO NOT HAVE TO COMPLETE THIS FORM

COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Commission on Human Rights & Opportunities.

Applicant's Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor or the Commission on Human Rights & Opportunities concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Commission on Human Rights & Opportunities.

This authorization is executed with the full knowledge and understanding that the Labor Department and the Commission on Human Rights & Opportunities will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department of Labor or the Commission on Human Rights & Opportunities.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department of Labor or the Commission on Human Rights & Opportunities not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed

Signature of Applicant

As a candidate being considered for employment at the Commission on Human Rights & Opportunities, I have received a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date Signed

Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link: http://www.ct.gov/ethics/lib/ethics/guides/public_officials_guide_10.pdf